

# Retention and Classification Report

**Agency:** Duchesne County (Utah). County Sheriff (1763)

21554 W. 9000 S.  
P.O. Box 985  
Duchesne, UT 84021-0985  
435-738-2015

**Records Officer** Cynthia Wardle

03956 Case files  
03959 Jail bookings

**AGENCY:** Duchesne County (Utah). County Sheriff

**SERIES:** 3956

3

**TITLE:** Case files

**DATES:** 1978-

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

These case files are created as a result of a felony complaint or investigation by the sheriff's department. They are the central case files for felony cases handled by the agency. These files may include the investigative report, fingerprint cards, original arrest report, supplemental reports, copies of warrants, photographs, correspondence, court orders, court dispositions, officer's notes, pertinent laboratory tests, copies of booking sheets and arrest reports. They include homicide cases.

**RETENTION:**

Retain until microfilmed.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 17, Item 2.

**AUTHORIZED:** 05/18/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**AGENCY:** Duchesne County (Utah). County Sheriff

**SERIES:** 3956

**TITLE:** Case files

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** Duchesne County (Utah). County Sheriff

**SERIES:** 3959

3

**TITLE:** Jail bookings

**DATES:** 1986-

**ARRANGEMENT:** Numerical by jail booking number

**DESCRIPTION:**

These are records of prisoners confined in the county jail. They include the prisoner's name, alias, sheriff's office number, booking number, offense, address, arresting officer's name, date committed, term of sentence, and discharge date.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 16, Item 32.

**AUTHORIZED:** 05/14/1990

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Private